

OTTAWA COUNTY COMMUNITY FOUNDATION

GUIDELINES FOR GRANT SEEKERS

The Ottawa County Community Foundation, Inc. (OCCF) is a public charitable organization created by the citizens of the county to enrich the quality of life for individuals and families in Ottawa County. Grants from unrestricted funds support a variety of programs in the fields of education, social services, physical and mental health, safe and positive living environments, natural resources and the arts.

Eligibility

To be eligible, an organization must provide services to residents of Ottawa County. Grants can only be awarded to tax-exempt organizations classified as 501(c)(3) charities by the Internal Revenue Service (IRS). If your organization does not have a tax-exempt ruling from the IRS, you may still apply for a grant by using a tax-exempt fiduciary agent. Contact us if you would like to discuss options for a fiduciary agent.

Restrictions

The Foundation *usually* will not make grants from its unrestricted funds to:

- support the general operating budget of established organizations
- annual or capital campaigns
- tickets for benefits and telephone solicitations
- support sectarian activities of religious organizations

Grant Application Process

OCCF considers grant requests annually. Applications must be submitted by U.S. mail and postmarked no later than March 15 (when March 15 falls on Sunday, applications must be postmarked no later than March 16). *Incomplete applications or applications submitted after the deadline will not be considered.* **Send 2 copies of the grant proposal and 2 copies of all required attachments to:**

**Ottawa County Community Foundation, Inc.
P.O. Box 36, Port Clinton Ohio 43452**

All grant applications are carefully reviewed by a committee appointed by the Foundation's Board of Trustees. Applicant organizations will be notified in writing of approval/denial of funding requests by June 1. *Project expenses incurred by an applicant organization prior to notification cannot be paid by the Foundation.*

Grant Review Criteria

The Ottawa County Community Foundation will place priority consideration on proposals that:

- *encourage more efficient use of community resources.*
- *preserve the area's heritage and contribute to the quality of life.*
- *demonstrate new approaches and techniques in the solution of community problems.*
- *focus on the prevention of problems rather than the cure.*
- *represent an unduplicated opportunity and meet a significant community need.*
- *demonstrate the availability of matching funds to leverage additional support.*
- *would have a long-lasting positive effect on residents of Ottawa County, supporting the Foundation's motto of "Doing Good. Forever."*

GRANT PROPOSAL CONTENTS

Grant Proposal – Required Elements

The written proposal should be in narrative form and limited to five pages (including the project budget page). Please submit two copies of your grant proposal. Do not bind the proposal (you can paper clip or staple in the upper left hand corner). The following must be addressed in all proposals:

1. **Purpose and need:** What are the goals and objectives of the project/program? What is the problem or need that will be addressed? Who will benefit from the project or program?
2. **Implementation:** Summarize your plans to implement the project/program and include a brief timeline. Who will be responsible for overseeing the program? How are they qualified to oversee the program?
3. **Evaluation:** How will you evaluate the success of your proposed program/project as related to the goals and objectives?
4. **Future support:** If this is an ongoing program/project, how will you sustain the program once OCCF funds are expended?
5. **Budget:** A one-page budget for the project/program for which OCCF funds are requested, showing:
 - *projected income and expenses*
 - *all sources of project/program funding (indicate requested or received)*
 - *the period (start/end dates) for which OCCF funds are being requested*

Required Attachments

Two (2) copies of each of the following attachments must be included with all proposals.

Attachment 1: Completed **Application Summary Form**.

Attachment 2: Names and affiliations of your organization's board.

Attachment 3: A brief background/history of your organization, including when the organization was established, its mission/purpose, major accomplishments, current programs and services, and any previous funding from the Ottawa County Community Foundation.

Attachment 4: Organization's operating budget showing income and expenses for current fiscal year.

Attachment 5: Organization's or fiduciary agent's tax-exempt determination letter of non-profit status from the Internal Revenue Service. (Certification from Ohio Secretary of State or IRS Employment Identification Number is not acceptable.)

Questions? Please contact us!

419-261-0797 (Joy Roth, OCCF President) or 419-341-7400 (Mary Coffee, Grants Chair)
email: info@ottawaccf.org website: www.ottawaccf.org

OTTAWA COUNTY COMMUNITY FOUNDATION
APPLICATION SUMMARY FORM

ORGANIZATION NAME:

ORGANIZATION ADDRESS:

PROJECT TITLE:

AMOUNT REQUESTED:

TOTAL PROJECT BUDGET:

BRIEF DESCRIPTION OF YOUR PROJECT INCLUDING PROPOSED USE OF
FOUNDATION FUNDS:

ORGANIZATION'S CURRENT OPERATING BUDGET:

ORGANIZATION'S SOURCES OF FUNDING:

AUDIT AVAILABLE: YES NO - If no, please explain.

IRS TAX-EXEMPT DETERMINATION LETTER OF NON-PROFIT STATUS INCLUDED IN
YOUR APPLICATION:

 YES NO - If no, refer to Eligibility section in Grant Guidelines

GRANT CONTACT NAME and TITLE:

ADDRESS:

PHONE NUMBER:

EMAIL:

DATE OF APPLICATION:

DO NOT CHANGE THIS FORM—ONE PAGE ONLY